

# MARINE SCIENCE – PH.D.

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PROGRESS TO DEGREE

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## The Required Forms (page 1 of 2)

- Doctoral Committee Appointment Request [Form](#)
  - Due by end of 2<sup>nd</sup> semester
- Doctoral Program of Study ([DPOS](#))
  - Due within two weeks following the Qualifying Exam
  - With MS degree, exactly 30 credit hours on this form
  - With BS degree, exactly 60 credit hours on this form
  - [Adjustment](#) to POS (if necessary)
- Exam Announcement – [Formatting](#)
  - Due no later than 7 days prior to Exam
- SEOE Dissertation Qualifying Exam [Form](#)
  - Due by end of 1<sup>st</sup> year and not later than end of 2<sup>nd</sup> year

Once completed and submitted to SEOE Graduate Office, Graduate Office will complete the Graduate School Doctoral Qualifying Exam Verification Form and will submit both forms to the Graduate School.

  - Committee Assessment [Form](#)
- SEOE Dissertation Comprehensive Exam [Form](#)
  - Due no earlier than 60 days prior to Dissertation Defense

Once completed and submitted to SEOE Graduate Office, Graduate Office will complete the Graduate School Doctoral Comprehensive Exam Form and will submit both forms to the Graduate School.

  - Committee Assessment [Form](#)

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The Required Forms (page 2 of 2)

- Peer-reviewed Publication [Letter](#)
  - Due at least 60 days prior to Dissertation Defense
- SEOE Dissertation Defense Exam [Form](#)
  - Due no later than 30 days before date degree to be awarded
    - Committee Assessment [Form](#)
- Dissertation Signature and Approval [Form](#)
  - Due end of 3<sup>rd</sup> or 4<sup>th</sup> year following Dissertation Defense, when final dissertation is ready for submission to Graduate School
- Application for Graduation – [Apply](#)
- Survey of Earned Doctorates - [Survey](#)

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The Handbook  
and  
Course Requirements

- The SEOE Graduate Handbook for Marine Science
  - [Handbook](#)
- Required Coursework
  - MSCI 750 – Advanced Biological Oceanography
  - MSCI 781 – Physical Oceanography
  - MSCI 745 – Geological Oceanography
  - MSCI 782 Chemical Oceanography

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## Travel Forms and Information

- SEOE Travel Assistance for Scientific Meetings
  - [Rules](#)
  - Funding Request [Form](#)
- SEOE Travel Grant for Student Expo
  - [Rules](#)
  - Funding Request [Form](#)
- Graduate School Travel Grant
  - Grant [Information](#)
  - Must [apply](#) through the Graduate Management System - GMS
- UofSC – Travel Abroad

Graduate students traveling for university related purposes are required to register their trip with the Study Abroad Office. Review for REQUIRED insurance and forms due 30 days prior to travel.

  - International - [Register/Apply](#)
  - Travel Warnings per [travel.state.gov](http://travel.state.gov)
  - Questions? See “[Live Chat Now](#)” or “[Leave us a message](#)” on bottom left of screen or “Leave us a message”
- Travel Authorization ([TA FORM](#)):
  - Due no later than 2 weeks prior to travel
  - [Instructions](#)
- Travel Reimbursement Voucher ([TRV FORM](#)):
  - Complete this form, print and deliver to the Main Office - EWS 617 (with all appropriate receipts)

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## Other Helpful Forms

- Special Enrollment (Z-status – [GS-ZS](#))  
End of study, enroll in less than 9 credits and remain in full-time student status
- Independent Study Contract (MSCI 790 – [G-ISC](#))
- Registration Exception (Late Add – [ASI99](#))  
To add/change classes after drop date
- Permit for Revalidation Examination ([PRE](#))
- Graduate Assistant [Appeal](#) to Work 21-25 Hours
- Update Request Form ([URF](#)) – last form page 2
- Request for Transfer of Graduate Credit ([G-RTC](#))